

# Guide to MAC's Grant System Registration Process

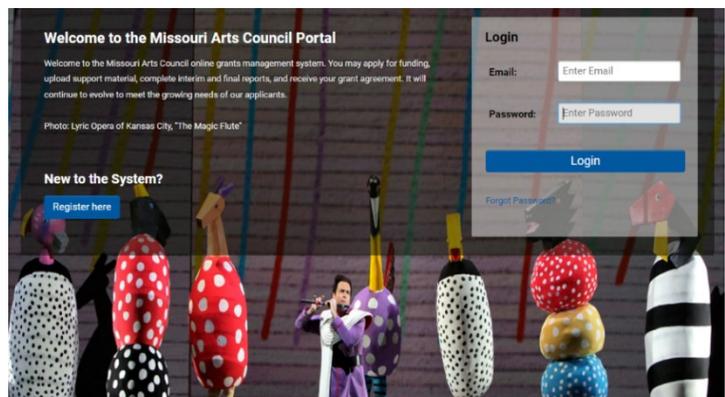
If you are interested in Missouri Arts Council funding, first start by reviewing the [Guide to Grants](#) for overview of MAC's grant programs, what we fund, and more. If you would like to see the application questions, open the [specific guide or application instructions](#). You do not have to be logged into the grant system to see the application questions.

**Eligibility Requirements:** To be eligible to apply for and receive Missouri Arts Council funding, an organization must:

- **Be tax-exempt as determined by the Internal Revenue Service AND incorporated in Missouri as a nonprofit corporation.** You must maintain nonprofit status by filing the annual or biennial registration report with the [Missouri Secretary of State's office \(SOS\)](#) and annually filing Form 990 with the [Internal Revenue Service \(IRS\)](#).
  - Make sure that your organization is up-to-date with your filings with [SOS](#) and [IRS](#). You will be required to provide documentation with the MAC application.
  - Make sure that your organization's legal name is listed in EXACTLY the same with SOS and IRS. Legal name discrepancies will delay application review and/or funding.
    - Often, the small differences, for example, the name might include Inc or The with SOS but not with the IRS. Other times, the name is spelled "Theater" with SOS but "Theatre" with the IRS.
    - If there are differences with the legal name, check your organization's bylaws for the correct legal name and then change the incorrect name with the appropriate agency. [Review the Required Steps for Changing an Organization's Legal Name](#) with SOS (Secretary of State's Office), IRS (Internal Revenue Service, and more
  - Make sure that your SOS incorporation is a "domestic" and not "foreign"
- **OR be a unit of federal or local government**, such as a library, university, county, or municipal agency.

**Missouri Arts Council accepts applications through our online grants management system.** Applicants also use this system for completing final report and receiving the grant agreement.

**To use the grant system**, your Missouri-based, nonprofit organization must have an organizational account/profile. Each organization can have only one account with one contact person. Individuals are not eligible for Missouri Arts Council funding.



**Browser Compatibility:** Use the most recent version of these internet browsers for desktop computers: Chrome, Safari, Firefox, and Microsoft Edge. For mobile devices, you can use Safari (iOS) or Chrome (Android). Do not use Internet Explorer.

## BEFORE YOU START THE REGISTRATION

- **Check if your organization already has an account.** A previous grantwriter, development staff, or board member might have created an account. Check with group's key staff and board members.
  - If possible, obtain the username and password for the account. After you login, the contact person information can be changed to the appropriate individual.
  - If you know that your organization has a MAC grant account, but cannot obtain the username and password, contact a [program specialist](#) for assistance. Note: If the contact person is new, MAC might need to confirm with your organization that you are authorized to access and manage the grant account.
  - If you are uncertain, you can check with a Missouri Arts Council [program specialist](#).
- **Obtain the following information about your organization.**
  - **NEW Requirement: SAM-UEI Number.** Starting March 2022, all Missouri Arts Council applicants must have a SAM-UEI number. The process can take 1-21 days to obtain a SAM-UEI. For instructions, consult the [Guide to Obtain a SAM-UEI](#) on Missouri Arts Council's Grant Guidelines, Applications, Forms, and Documents page.
  - **Contact person's name and information,** including address, email, and phone number. **NOTE:** Only one person can serve as the contact with only one login and password for the organizational account.
  - **Mission statement.**
  - **Employer Identification Number.** This is often referred to as your EIN or FEIN. This number should match the one included in your organization's IRS determination letter.
  - **Zip code +4 for organization's physical address.** This cannot be a PO Box address (or equivalent). Some small organizations use their board president's residential address for the physical address. To find the zip code, go to this [website](#).
  - **Legislator district numbers** for both state house, state senate, and congressional. To find the legislative districts, go to this [website](#).
  - **Codes that best describe the organization/applicant: Status, Institution, and Discipline.**
    - Applicant Status
      - Organization – Nonprofit
      - Government – Federal
      - Government – State
      - Government – Regional
      - Government – County
      - Government – Municipal
      - Government – Tribal
      - None of the above
    - Applicant Institution
      - Performing Group
      - Performing Group - College/University
      - Performing Group - Community
      - Performing Group - Youth
      - Performance Facility
      - Art Museum
      - Other Museum
      - Gallery/Exhibit Space
      - Cinema
      - Independent Press
      - Literary Magazine
      - Fair/Festival
      - Arts Center
      - Arts Council/Agency
      - Arts Service Organization
      - Union/Professional Association
      - School District
      - Parent-Teacher Organization
      - Elementary School
      - Middle School
      - Secondary School
      - Vocational/Technical School
      - Other School
      - College/University
      - Library
      - Historical Society
      - Humanities Council
      - Foundation

- Community Service Organization
- Correctional Institution
- Health Care Facility
- Religious Organization
- Seniors' Center
- Parks and Recreation
- Government - Executive
- Applicant Discipline
  - Dance
  - Music
  - Opera/Musical Theatre
  - Theatre
  - Visual Arts
- Government - Judicial
- Government - Legislative (House)
- Government - Legislative (Senate)
- Media - Periodical
- Media - Daily Newspaper
- Media - Weekly Newspaper
- Media - Radio
- Design Arts
- Crafts
- Photography
- Media Arts
- Literature
- Interdisciplinary
- Media - TV
- Cultural Series Organization
- School of the Arts
- Arts Camp/Institute
- Social Service Organization
- Child Care Provider
- None of the Above
- Folklife/Traditional Arts
- Humanities
- Multidisciplinary
- Non-Arts/Non-Humanities

## GRANT SYSTEM REGISTRATION INSTRUCTIONS

1. After you have collected information for the online registration form, go to [Missouri Arts Council's grant system](#) and click the blue **Register Here** button.
  2. The **eligibility quiz** starts with the selection of the type of organization:
    - a. Nonprofit, Tax-Exempt (including churches and private or charter schools)
    - b. University or College (Departments)
    - c. School District
    - d. Government Entity
- \* You are applying as:

Please Select

\* Are you one of the following types of organizations: tax-exempt nonprofit as determined by the IRS, church, federal or local government (such as a library, park, school, university, county, or municipal agency). If a nonprofit, are you incorporated in Missouri and currently filed with the Secretary of State's office?

Please Select

\* Does your organization's proposed project takes place in Missouri?

Please Select
3. **Confirm “yes”** only if your organization is tax-exempt as determined by the IRS, church, or federal or local government (such as a library, park, school, school, university, county, or municipal agency). And, nonprofit, tax-exempt organizations must be incorporated in Missouri as a not-for-profit corporation and currently filed (in good standing) with the Secretary of State's office.
  4. **Confirm “yes”** if your proposed project takes place in Missouri.
  5. Select **Submit** to determine if your answers confirm that you are eligible for funding. If the answer is “no” to either question, then your organization will not be allowed to apply.
  6. **Once eligibility is confirmed, you will be directed to the appropriate form** to continue the registration process for your organization. The forms differ slightly, depending on the type of organization – Nonprofit (including private or charter schools); University or College department or program; School District; or Government entity. You will upload documentation to your application.
  - 7a. **NONPROFIT ORGANIZATIONS**, including churches and private or charter schools start the registration process by searching the IRS database. Click the blue **Search IRS** button. Most nonprofit applicants will be in the IRS database.

**Enter your organization’s EIN (without spaces or dashes) or name.** For name, keyword word is sufficient. For example, “Charles Avenue” for Charles Avenue Foundation, Inc. When you select the correct entry, the system will automatically enter your organization’s legal name, EIN, and physical address that the IRS has on record.

If something is incorrect, you will not be able to revise the information during the registration process. You must complete the registration process and then you can login into the system and update the organization’s profile. Also, you might need to update your records with the IRS.

Organizations Q Refine Search

#	EIN	Name	Organization Physical Address	City	State	Zip Code + 4
1.	2700	CHARLOTTE STREET FOUNDATION	PO BOX 10262	KANSAS CITY	MO	64171-0262

Record searched : 1,849,148. Records found : 1. Time used : 3 milliseconds

**If your organization does not appear in the IRS Database, click on the “here” link** (shown below with red arrow pointing to it).

Organization Information

**The Primary User of the Account must complete the registration information.**

Directions  
Click on the "Search IRS Database" button below to search for your organization within the IRS database and then select the organization name to populate the address details.

To retrieve or get a free DUNS Number go to <https://iupdate.dnb.com/iUpdate/companylookup.htm>. Additional information on the DUNS Number can be found in the Guidelines.

To lookup your Zip Code, go to [https://tools.usps.com/go/ZipLookupAction\\_input](https://tools.usps.com/go/ZipLookupAction_input).

To lookup the Legislative Districts, go to [http://www.senate.mo.gov/LegisLookup/default.aspx/leg\\_lookup.aspx](http://www.senate.mo.gov/LegisLookup/default.aspx/leg_lookup.aspx).

**NOTE:** Data produced through the IRS Search cannot be altered/changed until you complete the process. Changes can be made at the application level.

If the organization does not appear in the IRS Database, click [here](#) to complete this information.



Q Search IRS Database

7b. **UNIVERSITIES AND COLLEGES:** Enter the name of the department or arts program under **Name** and enter the university’s name under **Legal Name of Organization**. For example, Concert Series for Name (of art program) and Stephens College for Legal Name.

Each academic department may receive one application per fiscal year. For administration departments (like student affairs), Missouri Arts Council will accept one application per fiscal year. University and college departments must coordinate with their sponsored research offices before registering or applying to the Missouri Arts Council. For details, read the [Guide to Grants](#) and consult the [appropriate program specialist](#).

University/College Information

\* Name  
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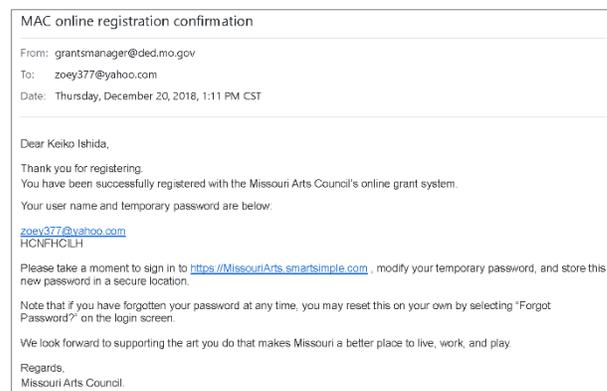
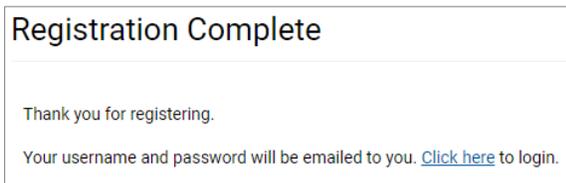
\* Legal Name of Organization

7c. **SCHOOL DISTRICTS:** Enter the official name of the school building under **Name** and school district under **Legal Name of Organization**. If you are uncertain of the official names, consult the Department of Elementary and Secondary Education’s [School Directory](#). For example, Meramec

Heights Elementary School for Name and Fox C-6 School District for Legal Name.

Please note that the school district superintendent must sign the Missouri Arts Council application and other official documents. Some school districts require advance approval by the school board. For details, read the [Guide to Arts Education](#) and consult the [Arts Education program specialist](#).

- 7d. **GOVERNMENT ENTITIES:** Enter the name of the department or arts program under **Name** and enter the government entity under **Legal Name of Organization**. For example, Parks and Recreation Department for Name and City of Columbia for Legal Name.
8. **ALL ORGANIZATIONS: Complete the remaining form.** Make sure you have completed all required fields indicated by a red asterisk. Otherwise you will not be able to successfully submit your information.
- **SAM-UEI Number.** All Missouri Arts Council applicants must have a SAM-UEI number. For instructions, consult the [Guide to Obtain a SAM-UEI](#).
  - Skip DUNS number. MAC is working to remove this field from the online registration form.
  - **State House District, State Senate District, and Congressional District** – To find the legislative districts, go to this [website](#) and enter the organization’s physical address.
  - **County**
  - **Organizational Phone**
  - Website (optional but recommended)
  - **Applicant Status, Applicant Institution, and Applicant Discipline.** Select the codes below which best describe the organization/applicant. See page 2 for details.
  - **Mission Statement**
  - **Contact Information:** First Name, Last Name, Email, Phone, and Fax
9. **ALL ORGANIZATIONS:** Once you have submitted, you will receive a confirmation email with your username and password to login to the system.



## Congratulations on completing the registration process!

Now that you're registered, read the [Guide to Navigating the Grant System](#). Make sure that you have carefully read the [Guide to Grants and other materials](#). New applicants should contact the [appropriate program specialist](#) to ensure that their project is eligible for Missouri Arts Council funding as well as determine the right grant program and corresponding application deadline.